

**APPLICATION
for a
PUBLIC FACILITY
Idaho Community Development
Block Grant
by
LATAH COUNTY, IDAHO**



**on behalf of
ONAWAY WATER and SEWER ASSOCIATION
SEWER SYSTEM IMPROVEMENTS**

Tom Stroschein, Chairman

November 21, 2008

**walter m. steed
& associates
PROJECT ADMINISTRATION**

**1345 Ridgeview Drive
Moscow, Idaho 83843
(208) 883-0123**

November 21, 2008

Donald A. Dietrich, Director
Idaho Department of Commerce
700 West State Street
Boise, ID 83720

Dear Mr. Dietrich:

Latah County's 2007 application on behalf of Onaway Water and Sewer Association was denied due to 1) a low % of ICDBG dollars, 2) a low % of Local Match dollars and 3) high ICDBG dollars per person. They were told to "reduce their CDBG request and provide more matching funds." To improve this year's application the Association has reduced their ICDBG amount from \$500,000 to \$400,000 and increased their USDA-RD loan amount from \$400,000 to \$600,000. Their local match percentage has been raised from 45% to 61%.

This year Latah County respectfully submits this application for a \$400,000 Idaho Community Development Block Grant. Onaway's sewer collection system was installed in 1971 and, while having been maintained, has now exceeded its useful life. Due to inflow and infiltration, rainfall events cause the system to experience up to 1800% increases in flow. This enormous inflow prevents proper treatment from taking place at the regional treatment lagoon and negatively impacts the Palouse River.

Onaway's sewage is processed by the City of Potlatch and their Agreement requires Onaway to maintain its system in order to not negatively impact the treatment plant. The project will replace over one (1) mile of 8" sewer main and 20 manholes in order to eliminate the inordinate inflow and infiltration.

The Association serves 100 users, who will have their sewer rates increase by over \$40.00 per month to pay for the \$600,000 USDA-RD loan to be used as match for this CDBG application. This work is a requirement of their treatment contract with Potlatch and the 56.15% LMI persons in Onaway need \$400,000 in CDBG funds in order to continue to have a working wastewater system for their community. Thank you for your consideration.

Yours truly,

Tom Stroschein, Chairman
Latah County Commissioners

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IV. ICDBG Application Information Form

Applicant: Latah County Chief Elected Official: Tom Strochein, Chairman
 Address: PO Box 8068, Moscow ID 83843 Phone: (208) 883-2275

SubGrantee: Onaway Water & Sewer Association Chairman: Lester D. Owens
 Address: 410 4th Street, Onaway ID 83855 Phone: (208) 875-1467

Application Prepared By: Walter M. Steed & Associates Phone: (208) 883-0123
 Address: 1345 Ridgeview Drive, Moscow, Idaho 83843

Architect/Engineer/Planner: Chris Mansfield, P.E., Taylor Engineering, Inc. Phone: (509) 328-3371
 Address: West 106 Mission, Spokane WA 99201

NATIONAL OBJECTIVE (MARK ONE)

☒ LMI Area ☐ LMI Clientele
☐ LMI Jobs ☐ Slum & Blight
☐ Imminent Threat

PROJECT TYPE (MARK ONE)

☒ Public Facility/
Housing ☐ Community Center
☐ Economic Development ☐ Senior Center
☐ Imminent Threat ☐ Other

PROJECT POPULATION TO BENEFIT (PERSONS): (Census/Survey/Clients/Jobs)

TOTAL # TO BENEFIT: 230

TOTAL # LMI TO BENEFIT: 129

% LMI TO BENEFIT: 56.15%

% MINORITY POPULATION: 7.2%

PROJECT DESCRIPTION: Replacement of 5,450 feet of 8" sewer main, 750 feet of 4" sewer laterals and 20 manholes.

SOURCE	AMOUNT	DATE APPLICATION SUBMITTED	RESERVED/ CONDITIONAL AWARD	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMENTATION IN APPENDIX ***
ICDBG	\$400,000				
Local Cash	37,025			10-08	3
Local Loan*	600,000			9-29-08	3
Local In-Kind**					
USDA-RD Grant	200,000			11-08	3
EDA Grant					
State Grant					
Foundation Grant					
Private Investment					
Other (identify)					
TOTAL PROJECT FINANCING	\$1,237,025				

* Identify Loan Source(s) USDA-RD Date Bond or Necessary and Ordinary Passed 9/29/08

**Describe In-Kind match by type (i.e. materials, labor, waived fees, land value) and amount.

***Identify which appendix corresponding documentation is in. Documentation should be a letter from the appropriate source.

V. Economic Advisory Council Page: Summarize the project need, how the need will be addressed, total project cost, the local ability to finance the project, the local effort and commitment, and the local and regional economic impact.

The primary reasons last year's CDBG application by Onaway was denied was due to 1) a low % of ICDBG dollars, 2) a low % of Local Match dollars and 3) high ICDBG dollars per person. To improve this year's application the Association has reduced their ICDBG amount from \$500,000 to \$400,000 and increased their USDA-RD loan amount from \$400,000 to \$600,000. They were told to "reduce their CDBG request and provide more matching funds." This has been done; raising their local match percentage from 45% to 61%.

Critical health and safety concerns are the paramount reasons for funding this application. Onaway's sewer collection system was installed in 1971 and, while having been maintained, portions are currently in disrepair and have exceeded their useful life. During rainfall events the system is experiencing up to 1800% increases in flow. Part of a regional wastewater treatment system, Onaway's sewage is processed by the City of Potlatch and their Agreement requires Onaway to maintain its system in order to not negatively impact Potlatch's lagoon treatment plant. The project will replace 5,450 feet of 8" sewer main, 750 feet of 4" sewer laterals and 20 manholes in order to eliminate the inordinate inflow and infiltration, which currently negatively impacts the lagoon treatment facility.

Thomas J. Moore, P.E., Regional Engineering Manager for the Department of Environmental Quality in Lewiston said in his October 12, 2007, letter, "The Lewiston Regional Office is pleased to provide this letter of support for the Onaway Sewer Improvement Project. Onaway is in an unusual position; your agreement with Potlatch to provide wastewater treatment allows you to operate and maintain just a collection system. DEQ believes that a cooperative regional system is a cost effective and intelligent approach. Replacing [sewer mains] will result in lower hydraulic loads on the treatment lagoons, and will benefit both Onaway and Potlatch.

"We believe that you have properly managed your sewer funds, and unlike many of our systems, have worked diligently to maintain a sinking fund to provide for repairs. However we also note that municipal construction project costs have increased tremendously in recent years. Communities such as yours are still facing funding shortages when faced with current construction costs. Some bid results show concrete cost has multiplied by as much as eight times. It our hope that a Block Grant will be awarded to you to assist in meeting these costs." A copy of his letter may be found in Appendix 7.

The Association serves 100 connections and will take out a \$600,000 USDA-Rural Development loan, to leverage \$200,000 in USDA-RD grant funds. On August 29, 2008, the City of Potlatch, informed Onaway they were raising their treatment fee from \$5.12 per connection per month to \$12.96. The loan and fee increase will raise the monthly sewer fee over \$40.00 per month (up to \$51.00) including O & M and a reserve fund amount for future system improvements. With rates this high, a \$400,000 CDBG is critical to providing some relief to the LMI citizens of the community and in making this project a reality.

VI. Threshold Criteria

A. ELIGIBLE APPLICANT:

The applicant is a City ☐ The applicant is a County X ☒

If the applicant is sponsoring a sub recipient or this is a joint application, describe the relationship and attach a draft agreement between the parties. Indicate if the sub recipient is a faith-based organization.

The sub-recipient is the Onaway Water and Sewer Association, which is not a faith-based organization. The Joint Powers Agreement between the Association and County may be found in Appendix 11.

B. ELIGIBLE ACTIVITIES:

List the eligible activities identified from Chapter 2 that are part of the project.

Public Facilities and Improvements

Administrative Activities

C. NATIONAL OBJECTIVE: There are six National Objectives listed below. Complete only the National Objective that will be met with the project.

C.1. Low-and-Moderate-Income Area Benefit:

Total Number of Households* in Project Benefit Area 98

***Note: For water and sewer projects, this is the number of households hooked onto the system and any households that will hook onto the system once the project is complete.**

LMI Percentage Determined by: (Check one and complete requested information)

3 Survey** (survey requirements in Chapter 3)

Survey Report, Sample Survey, Survey
Tabulation, Boundary Map*** are found in
Appendix 10.

 Census (BG=Block Group) List the BG for each tract

Tract _____ BG _____ BG _____ BG _____ BG _____

Tract _____ BG _____ BG _____ BG _____ BG _____

Tract _____ BG _____ BG _____ BG _____ BG _____

** Survey methodology and documents must have prior approval from ICL staff

***Survey Area must match Project Benefit Area

D. Citizen Participation:

Describe the citizen involvement in selecting the project and reviewing the application. Describe compliance with the citizen participation plan and any other community plans.

As required by Section 074.05(c) a Citizen Participation Plan was adopted October 30, 2000. In accordance with the Citizens Participation Plan and as required by Section 074.05(d), a Notice of Public Hearing was published in the local newspaper more than seven (7) days prior to a public hearing on the CDBG application which was held on October 29, 2008 to receive written and oral comments on the public's perception of the project and to review this Application. A copy of the plan, public notice, meeting minutes and sign-in list of attendees is in Appendix 4.

Date of Public Notice: October 18, 2008 Date of Public Hearing: October 29, 2008

E. Statewide Goals and Strategies:

Identify the goals and strategies that correspond to the project. Describe how the project meets the identified strategies and goal.

GOAL: This project will improve the wastewater collection system and enhance the wastewater treatment system to provide a suitable living environment and allow the Association to meet its contractual obligations.

STRATEGIES:

- a) Improving safety and livability in the community by;
- b) Increasing access to quality facilities and services through replacement of sewer mains.

F. Administrative Capacity:

- 1. Describe applicant's and sub-recipient's (if applicable) ability to manage the project as indicated in Part A. of this Chapter.**

The Onaway Water and Sewer Association, governed by a voluntary board of directors, employs contract services as needed to maintain its system. Their operator holds a Class 1, Wastewater Operator-Collection license (See Appendix 13). There have been no previous findings or recall elections. Latah County, the CDBG applicant for the Association has, over the years, successfully sponsored several CDBG projects for its constituents.

- 2. Identify steps taken or to be taken to procure a certified grant administrator.**

The Association has, after following appropriate procurement practices, hired W. M. Steed & Associates of Moscow, an Idaho Department of Commerce certified grant administrator, to assist in the making of this application and to provide administrative services for the project. The Association has also hired, through proper procurement processes, Taylor Engineering, Inc. of Spokane, Washington, to act as project engineer for the preliminary engineering report and for design and construction.

G. Fair Housing:

For Public Facility/Housing and Downtown Revitalization projects submit Fair Housing documentation with addendum. For all other projects submit with application.

To be submitted with Addendum.

VII. Program Income: Describe if the project will generate program income and the reuse plan.

Program Income is not a part of this project.

VIII. General Project Description: Include the general project description as outlined in the narrative for this section. Be sure to address all the required details.**A. Community Description:**

Describe the applicant's community by size, location, and economy as indicated in Part A of this Chapter.

See Appendix 12 for the County's Labor Market profile from website www.lmi.idaho.gov.

B. Community Needs Assessment:

Complete the chart below and provide a narrative to identify how all the community's needs have been assessed and how the proposed project is a priority in comparison to other community needs.

Facilities & Infrastructure	Poor	Fair	Good	Previously ICDBG funded
Water		X		
Sewer	X			
Electrical			X	
Fire			X	
Hospitals	None –Nearest 25 miles away			
Housing		X		
Roads		Some Gravel		
Railroads	None			
Airport	None			
Broadband			Wireless	
Senior Center	X			
Community Center	X			

Facilities & Infrastructure	Poor	Fair	Good	Previously ICDBG funded
Community Recreation Facilities	None			
Employment Opportunities	None			
Other				

Narrative: In the narrative explain why the project facility or infrastructure is in poor condition and how the project is a priority over the other facilities and infrastructures listed in poor condition.

Onaway's sewer collection system was installed in 1971 and, while having been maintained, portions are currently in disrepair and have exceeded their useful life. During rainfall events the system is experiencing up to 1800% increases in flow. Part of a regional wastewater treatment system, Onaway's sewage is processed by the City of Potlatch and their Agreement requires Onaway to maintain its system in order to not negatively impact Potlatch's lagoon treatment plant (See Appendix 7). The project will replace 5,450 feet of 8" sewer main, 750 feet of 4" sewer laterals and 20 manholes in order to eliminate the inordinate inflow and infiltration, which is currently negatively impacting the regional treatment plant.

Thomas J. Moore, P.E., Regional Engineering Manager for the Department of Environmental Quality in Lewiston said in his October 12, 2007, letter, "The Lewiston Regional Office is pleased to provide this letter of support for the Onaway Sewer Improvement Project.

"Onaway is in an unusual position; your agreement with Potlatch to provide waste water treatment allows you to operate and maintain just a collection system. DEQ believes that a cooperative regional system is a cost effective and intelligent approach. Replacing [sewer mains] will remove a substantial amount of storm water inflow and ground water infiltration. This will result in lower hydraulic loads on the treatment lagoons, and will benefit both Onaway and Potlatch." A copy of his letter may be found in Appendix 7.

This application is on behalf of the Onaway Water and Sewer Association; not the City of Onaway. Other than water and sewer the Association has no responsibility for or authority over other City of Onaway infrastructure components. With the Association's sewer system being in the worst shape, and their being required by their agreement with the City of Potlatch to maintain it, they are concentrating their efforts toward that end.

C. Project Description:

Identify the specific components of the project that are to be completed. Identify which will be completed with grant funds and those that will be completed with other funding. This section should be detailed enough that it can be used to write a contract scope of work. Also include a site plan showing the boundaries of the project area and the existing infrastructure in comparison to the project improvements.

The proposed replacement of Onaway sewer trunk lines will eliminate the over 1800% inflow and infiltration problems the community faces during rain events. This will allow Onaway to meet its contractual obligations with the City of Potlatch and the regional wastewater treatment facility. The project will include:

- 5,450 LF - 8" Sewer Trunk Lines
- 750 LF - 4" Sewer Laterals
- 20 – Manholes

Grant funds will not be dedicated to specific elements of the project but will be spent sequentially, that is, City and CDBG funds will be spent first, RD loan funds second and RD grant funds last. This reduces the amount of construction interest expense in the project.

A map of the project location and site plan may be found in Appendix 1.

D. Project Land & Permits: Answer the following questions and attach documentation.

1. **Has any land, buildings, easements or right-of-ways been purchased for this project?**

☐ Yes ☒ No

List date of Purchase _____

What funds were used to make this purchase? _____

2. **Will any land, buildings, easements or right-of-ways be needed for this project?**

☐ Yes ☒ No

Status of the purchase: _____

3. **Is anyone living on the land or in the structures at the proposed site?**

☐ Yes ☒ No

4. **Is any business being conducted on the land or in the structures at the proposed site?**

☐ Yes ☒ No

5. **Are there any businesses, individuals, or farms being displaced as a result of this project?**

☐ Yes ☒ No

6. **Are there permits that will be needed for the project; i.e. well, water rights, land application, demolition permits, zoning permit, air quality permit, etc?**

☒ Yes ☐ No

☐ Yes

Status of the permits (include plan for securing permits): _____

7. **Describe the ownership/lease arrangements for the property involved in the project.**

Public rights-of-way and existing easements will be used for the project.

VIII. Budget Narrative: Describe the source and status of all funding for the project according to the instructions in Part A of this Chapter.

The Association serves 100 connections and will take out a \$600,000 USDA-Rural Development loan, to leverage \$200,000 in USDA-RD grant funds. On August 29, 2008, the City of Potlatch, informed Onaway they were raising their treatment fee from \$5.12 per connection per month to \$12.96. The loan and fee increase will raise the monthly sewer fee over \$40.00 per month (up to \$51.00) including O & M and a reserve fund amount for future system improvements. The Association has or will spend \$37,025 in its own funds in pre-application engineering and planning costs.

X. Idaho Community Development Block Grant Budget Form (Use only line items on pages V-7 & V-8)
Applicant or Grantee: LATAH COUNTY (ONAWAY) **Project Name: SEWER SYSTEM CONSTRUCTION**

LINE ITEMS	ICDBG Cash	City Cash	City In-Kind	USDA/ RD Grant	Sta te*	Local* Bond	Private Cash	Private In- Kind	Total
Administrative**	\$ 40,000	\$ 15,025							\$55,025
Land, Structures, Rights of Way									
Engineering		20,000				\$ 210,000			230,000
Construction	360,000			\$200,000		370,000			930,000
Legal & Audit		2,000				5,000			7,000
Interest						15,000			15,000
TOTAL COSTS**	\$400,000	\$37,025		\$200,000		\$600,000			\$1,237,025

*Identify funding source

**Administrative expenses and project planning design costs, when totaled, shall not exceed 10% of the total ICDBG amount.

XI. Detailed Cost Analysis

1. Have preliminary plans and specs been submitted to regulatory agencies for review?

☒ Yes ☐ No

If yes, list date submitted: June 2007

If no, list expected date to be submitted: _____

2. Has final design (for bidding) begun? ☐ Yes ☒ No

If yes, % complete: _____%

If no, what is expected start date: January 26, 2009

3. Will project include bid alternatives to meet project budget if necessary?

☒ Yes ☐ No

4. Are Davis Bacon wage rates applicable to the project? ☒ Yes ☐ No

If yes, are they included in the project costs? ☒ Yes ☐ No

5. Have known environmental measures been included in project costs? (ex: dust mitigation, archaeological survey, storm water drainage, wetland mitigation etc.)

☒ Yes ☐ No

6. What will expected construction contingency be at final design? 15%

7. List the last date the owner and design professional discussed project design and details.

Date: 11-7-08

8. Design Professional Cost Estimate may be found in Appendix 2.

XII. Project Schedule

Project Activity	Date (to be) Completed	Documentation in Appendix
Grant Administrator Procured	March 2006	5
Design Professional	May 2006	5
Other Funding Secured	October 2007	3
Permits Identified & Secured	N/A	
Sub recipient Agreement Drafted	N/A	
Construction Documents Complete	April 2009	
Environmental Review Complete	April 2009	
Complete 504 Requirements	September 2009	
Complete Fair Housing Requirements	September 2009	
Bids Advertised	April 2009	
Start Construction	June 2009	
Second Public Hearing	September 2009	
Certificate of Substantial Completion	December 2009	
Closeout	December 2009	

Name of Professional and Agency Contacts	Firm/Agency	Phone	Topic
Engineer	Chris Mansfield, P.E.	509/328-3371	Design
Funding Agency	Howard Lunderstadt, USDA-RD	208/762-4939	Funding
Environmental Officer	Walter Steed	208/883-0123	Envron.
Regulatory Compliance	DEQ – Lewiston	208/799-4370	Reg.
Association Finance Officer	Marlinda Hendershott	208/875-0883	Sec./Tres.
County Finance Officer	Susan Petersen	208/882-8580	County Clerk

XIII. Grantee and Sub-recipient Financial Profiles

Is the Grantee a (circle one)

County

City

If a sub-recipient, what type of Organization (circle one)

Water District

Sewer District

Homeowner's Association

For-Profit Company

Non-Profit Company

Water Association

Fire District

Hospital District

Other (please explain): _____ Water and Sewer Association _____

**INSTRUCTIONS

For all projects complete Sections III & IV

For all projects that pertain to water complete Section I, III, & IV.

For all projects that pertain to sewer complete Section II, III & IV.

Section I. Water System (only) - Input information for the water system (entity) that is expected to utilize the Idaho Community Block Grant funds.

Water Source(s): _____ Wells _____ River _____ Lake _____ Springs
 _____ Purchase _____ Other

Water Treatment Method _____

Number of people served by the system _____

Number of hook-ups on the system _____

Number of equivalent dwelling units _____

(EDU's) on the system _____

Number of residential EDUs _____

Number of commercial EDUs _____

Number of industrial EDUs _____

Number of Wells _____

Number of Fire Hydrants _____

Storage Reservoir (gallons) _____

Water piping (linear feet) _____

Are all system users on meters _____

Are meters consistently read _____

For residential users, what is the average monthly _____

Water rate for 10,000 gallons \$ _____

When was the last rate increase _____

How much were the rates increased \$ _____

Annual water system revenue \$ _____

Current funds in capitol improvement account \$ _____

Current funds in reserve fund \$ _____

Total dollar amount owed by customers in arrears \$ _____

Annual water system expenses	\$ _____
Residential Hook-Up Fee	\$ _____
Commercial Hook-up Fee	\$ _____
Industrial Hook-Up Fee	\$ _____

Value and description of assets:

Land	\$ _____
Buildings	\$ _____
Equipment	\$ _____
Other	\$ _____
Total Asset Value	\$ _____

Identify outstanding indebtedness:

Years remaining	Annual Payment	Lender
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explain Water Conservation Methods Implemented: _____
_____.

Section II. Sewer System (only) Input information for the sewer system (entity) that is expected to utilize the Idaho Community Block Grant funds.

Sewer Treatment Method _____ Piped to City of Potlatch which treats under Contract _____
Do you have a Pre-treatment system? ____ Yes X No

Number of people served by the system	_____ 230 _____
Number of residential connection on the system	_____ 98 _____
Number of commercial connection on the system	_____ 2 _____
Number of industrial connection on the system	_____ 0 _____
Number of new connections within the last year	_____ 0 _____
Treatment System capacity (million gallons)	\$ _____
Sewer piping (linear feet)	_____ 14,000 LF _____
Number of lift stations	_____ 0 _____
What are the current residential sewer rates	\$ _____ 18.00/mo _____
When was the last rate increase	_____ 2007 _____
How much were the rates increased	\$ _____ 8.00 _____
Residential Connection Fee	\$ _____ 750.00 _____
Commercial Connection Fee	\$ _____
Industrial Connection Fee	\$ _____

Annual sewer system revenue	\$ _____ 13,277 _____
Current funds in reserve account	\$ _____ 43,000 _____
Current funds in capitol improvement account	\$ _____ -0- _____
Current dollar amount owned by customers in arrears	\$ _____ -0- _____
Annual sewer system expenses	\$ _____ 11,800 _____

Value and description of assets:

Land	\$__-0-__
Buildings	\$__-0-__
Equipment	\$__-0-__
Other (sewer lines)	\$ 2,500,000__
Total Asset Value	\$ 2,500,000__

Identify outstanding indebtedness:

Years remaining	Annual Payment	Lender
____None____	_____	_____
_____	_____	_____
_____	_____	_____

Section III. All Applications (except Sewer and Water):**Grantee or Sub-Recipient Taxing Authority:**

A. Identify how the organization obtains its operating funding, i.e. bonds, district assessments, other:

____User fees_____

B. Does the organization have taxing authority? ____ Yes __X__ No (if no, skip to Section IV)

1. Do you tax? ____ Yes __X__ No

a) If yes:

(1) What is the tax rate? _____

(2) What is the annual tax amount generated? _____

(3) What are the taxes used to pay for, i.e. equipment, operating expenses, etc.? _____

2. If your organization does not tax explain why. __We are an Association and legally cannot do so._____

Section IV. All Applicants**Grantee Financial Summary (based on most current audit report)****Revenue**

Taxes	\$__-0-__
Licenses and Permits	\$__-0-__
Intergovernmental	\$__-0-__
Charge for Services	\$ 26,554__
Miscellaneous	\$_____
Other _____	\$_____

Total Annual Revenue \$ 26,554__

Expenses

Total Annual Expenditures \$ 23,601__

Section V. All Applicants

Growth Management Planning

When was the comprehensive plan last updated? 1994 and amended in 1995 and 2004

Which of the following tools do you implement as land use measures and controls?

	Yes	No
Building Codes	<u>X</u>	<u> </u>
Historical Preservation	<u> </u>	<u>X</u>
Conventional Zoning Ordinances	<u>X</u>	<u> </u>
Other Zoning Options: (see below)		
Bonus or Incentive Zoning	<u>X</u>	<u> </u>
Example: allows for increased residential densities if developer will include affordable housing options		
Transfer of Development Rights	<u> </u>	<u>X</u>
Example: transfer development rights to areas where development is wanted and to restrict it in areas where it is not		
Planned Unit Development (PUD)	<u> </u>	<u>X</u>
Example: allows for creative and innovative design at same time creating amenities for public benefit. (mixed use development)		
Development Agreements	<u>X</u>	<u> </u>
Contract between municipality and developer. Municipality specifies what the developer may do and what they are required to do within project area.		

Do you currently implement any of the following?

	Yes	No
Economic Development Plan	<u>LEDC</u>	<u> </u>
Development Impact Fees	<u> </u>	<u>X</u>
Local Option Tax (resort)	<u> </u>	<u>X</u>
Toll roads	<u> </u>	<u>X</u>
Distance Based Impact Fees	<u> </u>	<u>X</u>
Tree City USA	<u> </u>	<u>X</u>

XIV. Community Demographic Profile

Instructions: Complete the un-shaded areas using census data for the city/county applicant.

The census data can be located on our Web site at: <http://community.idaho.gov>

Name of Applicant: ___Latah County (Onaway Water and Sewer District)_____

	TOTALS
TOTAL POPULATION BENEFITED (if different from city/county population in census)	230
TOTAL POPULATION IN APPLICANT'S AREA	34,935
Total Male	28,101
Total Female	16,834
Total White	32,433
Percent of White Population	92.8%
MINORITY POPULATION	
Black/African American	199
American Indian/Native Alaskan	239
Asian	729
Native Hawaiian or Pacific Islander	33
American Indian/Alaskan Native and White	201
Asian and White	149
Black/African American and White	64
American Indian/Alaskan Native and Black/African American	0
Other Multi-Racial	148
Hispanic	740
TOTAL MINORITY POPULATION	2,502
Percent of Population	7.2%
SENIOR CITIZENS	
Total Persons 65 Years and Over	3,312
Percent of Minority Population	9.5%
DISABILITY STATUS	
Civilian Non-institutionalized Population 16 to 64	25,314
Percent with a Work Disability	5.4%
Civilian Non-institutionalized Population 65 Years and Over	2,985
Percent with a Disability	39.8%
FEMALE HEAD OF HOUSEHOLD	
Total Households	13,059
Female Householder, No Husband Present	794
Percent of Households	6.1%

XV. Review and Ranking Narrative: Refer to the chapter of this manual that addresses the type of project the community is proposing (Public Facility/Housing, Economic Development, Downtown Revitalization, Senior/Community Center). There will be an outline of the ranking criteria used by the Idaho Department of Commerce to make recommendations to the Economic Advisory Council. Be sure to address each ranking criterion, and if a criterion does not apply to the project, state it as such. Be sure to complete all of the forms included within the chapter as well.

E. Eligible Activity Priority Ranking Sheet

Fill in the percentage of the project's budget that will be spent on the following activities. The Total Points Awarded column will be completed by department staff.

Eligible Activity	Points Possible	Percentage of ICDBG Budget Spent on Activity	Total Points Awarded
Acquisition of Real Property	100		
Acquisition of Real Property for Housing Projects	50		
Public Facilities and Improvements-Health and Safety Related	100	90%	
Public Facilities and Improvements-Housing Related	75		
Public Facilities and Improvements-Social Service Related	50		
Engineering-Architectural	100		
Code Enforcement	50		
Clearance and Demolition	10		
Removal of Architectural Barriers	50		
Rental Income Payments	0		
Disposition of Property	10		
Public Services	0		
Completion of Urban Renewal Projects	0		
Relocation Payments	25		
Planning Activities	0		
Administration Activities	100	10 %	
Grants to Nonprofit Community Organizations	0		
Grants to Nonprofit Community Organizations for Housing Projects	75		
Energy Planning	0		
Housing Rehabilitation	75		
Total Points Awarded to Project			

II. National Objectives: Complete the need and impact for the project type that is Public Facilities.

A. NEED: (½ page narrative)

Critical health and safety concerns are the paramount reasons for funding this application. Onaway's sewer collection system was installed in 1971 and, while having been maintained, portions are currently in disrepair and have exceeded their useful life. During rainfall events the system is experiencing up to 1800% increases in flow. Part of a regional wastewater treatment system, Onaway's sewage is processed by the City of Potlatch and their Agreement requires Onaway to maintain its system in order to not negatively impact Potlatch's lagoon treatment plant (See Appendix 7). The project will replace 5,450 feet of 8" sewer mains, 750 feet of 4" sewer laterals and 20 manholes in order to eliminate the inordinate inflow and infiltration, which negatively impacts the lagoon treatment plant.

Thomas J. Moore, P.E., Regional Engineering Manager for the Department of Environmental Quality in Lewiston said in his October 12, 2007, letter, "The Lewiston Regional Office is pleased to provide this letter of support for the Onaway Sewer Improvement Project.

"Onaway is in an unusual position; your agreement with Potlatch to provide waste water treatment allows you to operate and maintain just a collection system. DEQ believes that a cooperative regional system is a cost effective and intelligent approach. Replacing [sewer mains] will remove a substantial amount of storm water inflow and ground water infiltration. This will result in lower hydraulic loads on the treatment lagoons, and will benefit both Onaway and Potlatch." A copy of his letter may be found in Appendix 7.

B. IMPACT: (½ page narrative)

- (1) What benefits will Low and Moderate Income persons receive from this project?
- (2) What are the ramifications if the project is not funded, i.e., higher rates, lack of facility, loss of property, etc.
- (3) If the project comes in over budget, what components will be cut?
- (4) If a component is cut, what will the grantee do to continue the improvement
- (5) What procedures will be developed to measure short and long-term permanent impacts of the project?

The benefits Low and Moderate income persons will receive from this project are the continued operation of a wastewater collection and treatment system in Onaway. Continued sewer system inflow and infiltration of ground water will make the regional lagoon treatment system unable to process sewage to the degree it must before being discharged into the Palouse River. Contamination of the river would lead to EPA fines

being assessed against both communities and even possibly orders to stop discharges. This would effectively do away with any sewer system for Onaway and Potlatch.

Not funding would leave the system continuing to deteriorate. Having agreed to tax an additional \$40.00 per month per connection to pay an enormous loan (for their size) and secured a USDA-RD grant leaves this CDBG application the only remaining funding option available to the City.

Should the project come in over budget, some portions of the existing sewer collection system could be left as is. Which part would not be completed would depend on the amount of shortfall and would be selected by its condition; with the “best of the worst” being left as it is.

Depending on the amount of lines not replaced, the City could either replace them over time by allocating funds annually or look down the road for another project with other sources of funding. Both of these are stretches and it is hoped the project will be able to be built as proposed.

The short-term beneficial impact will be the avoidance of any potential EPA consent order being issued to the City of Potlatch due to contamination of the Palouse River. Long-term impacts will be evidenced by Onaway’s ability to grow and prosper economically which will certainly not be the case if this project is not funded.

III. Project Categories

A.

1. **Design Professional Documentation**– The Association has hired, through proper procurement processes, Taylor Engineering, Inc. of Spokane, Washington to perform the Preliminary Engineering Report and subsequently to act as project engineer for design and construction. Documentation of the advertisement can be found in Appendix 6. No rating and ranking was necessary as there was only one response to the RFP.
2. **Grant Administration Documentation** – The Association has, after following appropriate procurement practices, hired W. M. Steed & Associates of Moscow, an Idaho Department of Commerce certified grant administrator, to assist in the making of this application and to provide administrative services for the project. Documentation of the advertisement and rating and ranking can be found in Appendix 5. The contract for services has been sent previously under separate cover.
3. **Plan or Studies** – In 2006 the Association hired Taylor Engineering to do a Preliminary Engineering Report on the condition of the wastewater collection and treatment system. The July 2007 Preliminary Engineering Report, which, due to common treatment, was a Regional report encompassing the cities of Potlatch and Onaway, less Appendices, may be found in Appendix 8. It was submitted to DEQ and has been accepted. (See Appendix 8)

4. Planning for specific project type: Water and Sewer system projects – (Provide a conditional approval issued by DEQ of the facilities study or the project's specifications and drawings) See Appendix 8 for DEQ's conditional approval of the Preliminary Engineering Report.

5. Environmental Scoping – The ICDBG Environmental Scoping – Field Note Checklist has been completed and environmental information request letters have been mailed and some responses received. Up-dates will be obtained during the formal Environmental Review. See Section XVIII of this application and Appendix 9.

6. Agency Viability –

(1) Utility Rate Review - USDA has participated in a rate study for the proposed new sewer system project, which may be found in Appendix 3.

(2) Completion of ICDBG Financial Profile Worksheet – The completed worksheet may be found in Section XIII of this application.

7. Property Acquisition – There is no property proposed to be acquired for the project. All existing sewer lines are in existing easements or rights-of-way and the treatment plant is on City of Potlatch property.

8. Funding Commitments – The Association has voted to borrow \$600,000 from USDA-Rural Development in order to obtain additional grant funds. A copy of the minutes of the meeting when this vote occurred and Rural Development's commitment letter may be found in Appendix 3.

9. Schedule – The schedule is shown in Section XII of this application.

10. Administrative Capacity –

(1) Has the applicant completed a Section 504 or ADA Self Evaluation and Transition Plan? ☒ Yes ☐ No
Coordinator: County Clerk

(2) What is the most current building code the applicant has adopted? Latah County has adopted the 2006 International Building Code.

(3) Are the Fair Housing Accessibility Standards as a component of their building code? ☒ Yes ☐ No

B. Cost Analysis –

The Detailed Cost Analysis information can be found in Section XI of this application.

XVII. CERTIFICATIONS

I certify the data in this application is true and correct, that this document has been duly authorized by the governing body of Latah County (city/county) and we will comply with the following laws and regulations if this application is approved and selected for funding.

- National Environmental Policy Act of 1969
- Civil Rights Act of 1964 Pub.L 88-352
- Civil Rights Act of 1968 Pub.L 90-284
- Age Discrimination Act of 1975
- Rehabilitation Act of 1973, Section 504
- Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (49 CFR Part 24)
- Housing and Community Development Act of 1974, as amended Pub.L 93-383
- Davis-Bacon Act (40 USC 276a - 276a-5)
- Historic Preservation Act
- OMB Circular A-87, and ensure that sub-recipient complies with A-110 and A-122
- Section 106 of the Housing and Urban Recovery Act of 1983 certifying to:
 - Minimize displacement as a result of activities assisted with CDBG funds by following the Idaho Department of Commerce & Labors anti-displacement and relocation assistance plan;
 - Conduct and administer its program in conformance with Title VI and Title VIII, and affirmatively further fair housing;
 - Provide opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a) of the Act, as amended);
 - Not use assessments or fees to recover the capital costs of ICDBG funded public improvements from low and moderate income owner occupants;
 - Abide by all state and federal rules and regulations related to the implementation and management of federal grants;
 - Assess and implement an Accessibility Plan for persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended;
 - Adopt and implement an Excessive Force Policy;
 - Prohibition of Use of Assistance for Employment Relocation, Section 588 of the Disability Housing and work Responsibility Act of 1998 Pub. L 105-276.
 - Anti-Lobbying Certification: No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into any cooperative agreement and the extension, renewal, modification or amendment of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with this federal grant, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Signed by Chief Elected Official

Date

Tom Stroschein, Chairman
Typed Name

XVIII. ICDBG Environmental Scoping - Field Notes Checklist

Applicant Latah County **Sub Recipient** _____ **Onaway Water and Sewer Asso.** _____

This site and desk review checklist is to be completed by the Applicant and submitted with the application.

The purpose of the checklist is to help the Applicant and ICL better understand what environmental statutes or provisions per 24 CFR 58 might impact the proposed project. The information will assist in understanding what studies, documentation, and mitigation measures could be applicable and to assist in completing the environmental review record. The Applicant may choose to attach this scoping checklist as part of the environmental review record.

1. Limitations on Activities

Is the Grantee planning or in the process of acquiring property for this proposed project? ☐ Yes ☒ No

If yes, is the Applicant aware that land acquired or site work after submission of the ICDBG application is subject to 24 CFR 58.22 Limitation on Activities Requiring Clearance? Meaning once an application for ICDBG funds is submitted, neither Applicant or sub recipient, may commit Non-HUD funds to a project for land acquisition or site work (except for minor testing) before the environmental review is complete, unless the land acquisition or contract is conditioned on completion of the ICDBG environmental review.

2. Historic Preservation

Has the SHPO or THPO been notified of the project? ☒ Yes ☐ No

Have tribes with possible cultural and religious sites been notified of the project? ☒ Yes ☐ No

3. Floodplain Management

Is the project located within a floodway or floodplain designated on a current FEMA map? Check Web site <http://store.msc.fema.gov/> ☐ Yes ☒ No ☐ Not Sure

If yes, what is the floodplain map number? _____

If yes, is the project is located in a floodway or floodplain is the community where the project is taking place a participant in the National Flood Insurance Program. Check Web site www.idwr.idaho.gov/water/flood ☐ Yes ☒ No

4. Wetland Protection

Are there ponds, marshes, bogs, swamps, drainage ways, streams, rivers, or other wetlands on or near the site? ☒ Yes ☐ No

If yes, has the Army Corps of Engineers (Corps) been notified? ☒ Yes ☐ No

Has the Corps indicated what permit level will be required? ☐ Yes ☒ No ☐ N/A

5. Sole Source Aquifers (Clean Water Act)

Is the proposed project located over an EPA designated aquifer area? ☐ Yes ☒ No
(check website www.epa.gov/safewater/ssanp.html)

Is it known at this time if construction will disturb more than one acre of land? ☐ Yes ☒ No

If yes, has a general permit for storm water discharges from construction sites been applied for from the EPA? ☐ Yes ☐ No

6. Endangered Species Act

Has U.S. Fish and Wildlife Service, NOAA Fisheries, and Idaho Fish and Game Regional Office been notified about the project? ☒ Yes ☐ No

7. Wild and Scenic Rivers Act

Is the project located within one mile of a designated wild and scenic river? Idaho wild and scenic rivers include portions of the St. Joe, Lochsa, Selway, Middle Fork of the Clearwater, Snake, Rapid, and Middle Fork of the Salmon. Check Web site www.nps.gov/rivers/ ☐ Yes ☒ No

8. Clean Air Act

Is the project located in a designated non-attainment area for criteria air pollutants? ☐ Yes ☒ No

For building demolition or improvements has an asbestos analysis been planned for or conducted? ☐ Yes ☐ No ☒ N/A

For housing rehabilitation has a lead based paint assessment been planned for or conducted? ☐ Yes ☐ No ☒ N/A

9. Farmland Protection Policy Act

Is the project located on a site currently zoned as residential, commercial, and/or industrial ? ☒ Yes ☐ No

Is the project area currently being utilized for farm or agricultural purposes ? ☐ Yes ☒ No

If yes, has the USDA Natural Resource Conservation Service or local planning department been notified about the project? ☐ Yes ☐ No

10. Environmental Justice

Does project have a disproportionate environmental impact on low income or minority populations? ☐ Yes ☒ No

11. Noise Abatement and Control

Is the project new construction or rehabilitation of noise sensitive use (i.e. housing, mobile home parks, nursing homes, hospitals, and other uses where quiet is integral to the project functions)? ☐ Yes ☒ No

If yes is the project located within 5 miles of an airport, 1000 feet of a major highway or busy road, or 3,000 feet of a railroad. ☐ Yes ☐ No

12. Explosive and Flammable Operations

Is the physical structure (not necessarily infrastructure) intended for residential, institutional, recreational, commercial or industrial use? ☐ Yes ☒ No

If yes, are there any above ground explosives, flammable fuels or chemical containers within one mile of the physical structure? ☐ Yes ☐ No

If yes, have you been able to identify what the container is holding and the container's size?

☐ Yes ☐ No

13. Toxic Chemicals and Radioactive Materials

Are there any known hazardous materials, contamination, chemicals, gases, and radioactive substance on or near the site? ☐ Yes ☒ No

If yes, explain _____

During the visual inspection of the site is there signs of distressed vegetation, vents or fill pipes, storage/oil tanks, stained soil, dumped material, questionable containers, foul or noxious odors, etc.

☐ Yes ☒ No

If yes, explain _____

At this time is the site's previous uses known to have been gasoline stations, train depots, dry cleaners, agricultural operations, repair shops, landfill, etc.? ☐ Yes ☒ No

Are other funding agencies requiring the Grantee to perform an American Society for Testing Materials (ASTM) environmental assessment? ASTM assessment involves analysis of site uses and ownership, inspection of site, and possible testing. ☐ Yes ☒ No

14. Airport Clear Zones and Accident Potential Zones

Is the project located within a designated airport runway clear zone or protection zone? ☐ Yes ☒ No

Does the project involve acquisition of land or construction/rehabilitation of building or infrastructure in an airport runway clear zone or protection zone? ☐ Yes ☒ No

If yes, is the grantee aware that the airport operator may wish to purchase the property at some point in the future as part of a clear or accident zone acquisition program? ☐ Yes ☐ No

15. Energy Efficient Designs

For building construction has the owner investigated possible incentives from power providers, such as Idaho Power, Avista, or Utah Power for incorporating energy efficient design into their building? ☐ Yes ☐ No

16. Other Environmental Reviews

Have facilities studies or other environmentally related site reviews been conducted or in the process of being conducted? ☒ Yes ☐ No

If yes, are there any identified concerns or recommended mitigation measures? ☐ Yes ☒ No

List if known - _____

17. Information Letters

The advanced mailing of environmental information letters is sought in an effort to minimize the project's timeline in waiting for necessary documentation or information. It will assist in earlier responses to required mitigation measures should the proposed project receive grant funding.

Check the agencies that have been mailed an environmental information letter.

- ☒ Idaho State Historic Preservation Officer
- ☒ Tribal Historic Preservation Officer or Tribal Office
- ☒ Idaho Department of Water Resources
- ☒ Army Corps of Engineers (if wetlands are applicable)
- ☒ U.S. Fish and Wildlife
- ☒ NOAA Fisheries (if salmon and/or steelhead are applicable)
- ☒ Idaho Fish and Game
- ☐ USDA Natural Resource Conservation Service (if farmlands are applicable)
- ☒ Idaho Department of Environmental Quality
- ☐ Local Government – Planning Department
- ☐ Others _____

Completion of the scoping checklist does not constitute that all environmental provisions or clauses related to 24 CFR 58 Environmental Reviews have been met or are known at this time.

Completed By

Date

ALPHABETICAL APPENDIX	
Board Vote on Loan	3
Citizens Participation Plan	4
Contract with Potlatch and Letter of Support from DEQ	7
Cost Estimates	2
Engineer Contracted	6
Engineer MBE/WBE Submitted	6
Engineer Rating and Ranking	6
Engineer Selection Published	6
Environmental Rev. Officer Appointed	5
Environmental Scoping Letters and Responses	9
Grant Writer MBE/WBE Submitted	5
Grant Writer Rating and Ranking	5
Grant Writer Solicitation Published	5
Joint Powers Agreement	11
Labor Market Profile	12
LMI Survey Tabulation and Area Map	10
Meeting Minutes on Engineer Selection	6
Meeting Minutes on Grant Writer Selection	5
Minutes of Public Hearing	4
Notice of Public Hearing	4
Operator Licenses	13
Preliminary Engineering Report	8
Project Maps	1
Sources of Local Match	3
USDA-RD Support Letter	3

NUMERICAL APPENDIX	
Project Maps	1
Cost Estimates	2
Sources of Local Match	3
Board Vote on Loan	3
USDA-RD Support Letter	3
Citizens Participation Plan	4
Notice of Public Hearing	4
Minutes of Public Hearing	4
Environmental Rev. Officer Appointed	5
Meeting Minutes on Grant Writer Selection	5
Grant Writer Solicitation Published	5
Grant Writer MBE/WBE Submitted	5
Grant Writer Rating and Ranking	5
Engineer Contracted	6
Meeting Minutes on Engineer Selection	6
Engineer Selection Published	6
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Engineer Rating and Ranking	6
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